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GEN / 6169

Agreement

Between

SENECA FALLS CENTRAL SCHOOL DISTRICT

AND THE

SENECA FALLS SUPPORT STAFF ASSOCIATION

RECEIVED

JAN 17 2008

NYS PUBLIC EMPLOYMENT
RELATIONS BOARD

JULY 1, 2006 – JUNE 30, 2011

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ARTICLE I

Recognition

Section 1

In accordance with the certification dated October 24, 2000, pertaining to individuals within this collective bargaining unit, the Public Employment Relations Board certified the Seneca Falls Support Staff Association (hereinafter either the "SFSSA" or the "Association"), as the exclusive representative.

Section 2

This agreement shall continue in full force and effect until June 30, 2011. The period of unchallenged representation status of the Association shall run until seven (7) months prior to the expiration date of this written agreement.

ARTICLE II

Bargaining Unit

It is agreed for the purposes of this agreement that the terms "employee" and "employees" shall mean and include all support staff people listed below exclusive of Head Custodian, Business Manager, Superintendent of Buildings and Grounds, Building Maintenance Supervisor, Cafeteria Supervisor, Transportation Supervisor, and District Office Personnel. District Office Personnel to include Secretary to Superintendent, District Treasurer, and no more than three (3) other full-time equivalent positions.

Assistant Cook
Cook Manager
Food Service Helper
Senior Food Service Helper
Baker
School Lunch Cashier
Cafeteria Monitors
Audio Visual Technician
Typist
Head Building Maintenance
Mechanic
Mechanic
Bus Dispatcher
Health Aide
Bus Driver/Messenger
Senior Maintenance Mechanic
Bus Driver / Food Service Helper

Building Maintenance Mechanic
Senior Custodian
Custodian
Head Automotive Mechanic
Automotive Mechanic
Bus Driver
Teacher Aide
Bus Monitor
Mechanic / Bus Driver
Senior Typist
Library Aide
Cook/Food Transporter
Data Entry Machine Operator
General Mechanic/Automotive
Cleaner
Bus Driver / Building Maintenance Mechanic
Bus Monitor / Food Service Helper

It is agreed that any new titles, or changes in present titles of established positions will be added to bargaining unit. Salaries will be agreed upon between both parties.

Any employee, excluding per diem substitutes, whose job title falls within the bargaining unit, and is employed by the District for a period of ninety (90) continuous and uninterrupted work days, shall be a member of the Association and entitled to all the benefits and protections afforded under the Collective Bargaining Agreement. Workdays are defined as only those days in which an employee actually renders services to the District. The District agrees that it will act in good faith and will not intentionally design breaks in service.

The District shall not subcontract any bargaining unit work, either to a private entity (e.g. Laidlaw) or to a public entity (e.g. BOCES) under any circumstances. This prohibition shall sunset as of June 30th, 2011.

ARTICLE III

Management Rights

1. All new employees will be provided a list of job duties, employment expectations, and a copy of the contract. The School District retains the sole right to manage its business and services and to direct the working force, including the right to decide the number and location of its business and service operations, the business and service operations to be rendered, and the methods, processes and means used in operating its business and services, and the control of its building, real estate, materials, tools and all equipment which may be used in operating its business and service, or in supplying its business and service; to determine whether and to what extent the work required in operating its business and services will be performed by employees covered under this agreement; to maintain order and efficiency among non-teaching employees, including the sole right to hire, lay off, assign, transfer, promote discipline, discharge, suspend, to determine the scheduling of the departments and to determine the starting and quitting time and the number of hours to be worked; subject to such regulations concerning the exercise of these rights as are expressly provided for in this agreement or provided by law.
2. A joint labor/management committee with equal representation as selected by the Superintendent and President shall be established by September 1, 2003 to examine such issues pertaining to working conditions and employee/employer relations. The committee will normally meet on a monthly basis and shall be empowered to discuss potential contract modifications to the Board of Education and the Executive Committee for consideration.

ARTICLE IV

Association Security

Section 1.

The School District shall deduct regular membership dues biweekly from the wages of each employee and remit to the SFSSA, and, when authorized, any member benefits which are available through SFSSA.

Section 2.

If an employee who is a member of the bargaining unit is charged with any violation, the facts and circumstances involved will be reviewed and discussed with the NYSUT Labor Relations Specialist (LRS) of the Association before any disciplinary action is taken pursuant to Section 75 of the Civil Service Law or under Article XVI of this Agreement.

Section 3.

The Association shall be extended the privilege to post notices concerning union business on bulletin boards maintained on the premises and facilities (one bulletin board in each school building and in the bus garage) of the School District, provided they are first communicated with the Chief School Administrator. SFSSA may use existing bulletin boards. The District will not purchase any bulletin boards.

Association meetings shall be scheduled as to not conflict with the work duties and responsibilities of the Association members. Any employee scheduled to work at the time of an Association meeting (except as provided below) shall not be allowed to leave his/her workstation to attend such meeting, except in the case of voting. The Association shall be allowed the use of school facilities without cost at reasonable times for meetings, except where District is on a contingent budget, the SFSSA is responsible for any and all expenditures and costs. An Association Officer shall file a "Request For Use of School Facilities" form with the appropriate building principal at least five (5) school days before intended building use. Association activities may not interfere with regular school activities. The Association shall be responsible for leaving meeting rooms in good condition after use.

The unit members working on the night shift will be excused from duty (without loss of compensation) to attend up to two (2) Association meetings (no longer than one [1] hour duration each) per school year. The department head/supervisor shall be advised in advance of the meeting and approve the absences from duty. In no event will a meeting conflict with a student activity.

The Association shall be allowed reasonable use of copiers and duplicating machines providing it provides operators and necessary paper and supplies.

Section 4.

For the purpose of administering, adjusting or interpreting the terms and conditions of this agreement, the NYSUT Labor Relations Specialist shall have the right to visit employees on the job by arrangement with the Chief School Administrator. The NYSUT Labor Relations Specialist shall have the sole and exclusive right to represent bargaining unit members so long as SFSSA is the sole and exclusive bargaining agent.

Section 5.

The Association Unit President (or designee) will be permitted to use up to five (5) days per school year to attend Association sponsored meetings.

Section 6.

District agrees to provide SFSSA President on a quarterly basis, with names, addresses, job titles, building location, birth date, and start date of all employees covered by the Agreement.

In addition, the District shall provide the SFSSA President with the same information for all new employees within fifteen (15) business days from the first day of employment.

ARTICLE V

Strikes

The Association hereby affirms that it does not assert the right to strike against the School District, to cause, instigate, encourage, or condone any strike or to impose an obligation on its membership to do the same.

ARTICLE VI

Work Rules

Section 1.

It is agreed that each employee who works four (4) or more hours per day shall be allowed one (1) twenty-minute work break each day. Custodians who work eight hours per day during the months of July and August will receive one (1) twenty-minute break in the morning and one (1) twenty-minute break in the afternoon. (It is understood that such breaks must not exceed twenty-minutes).

Section 2.

Whenever it is necessary for an employee to be absent from his/her duties, it shall be his/her responsibility to notify his/her supervisor so that the direction of the work force can be adjusted accordingly. Any employee who is absent from his/her assigned duties without sufficient notice to his/her supervisor shall forfeit salary for the term of the unauthorized absence.

Section 3.

Any employee who is absent from his/her assigned duties for a period in excess of five (5) working days without sufficient notice to his/her supervisor shall be deemed to have terminated his/her employment. This Section 3 will be waived for employees with good reason for absence. This reason shall be in writing and certified.

ARTICLE VII

Hours of Work/Work Week

Section 1.

Hours of work and the work week shall be determined by the immediate supervisor according to a prepared schedule which shall not include more than eight (8) hours in any day or forty (40) hours in any work week, except as required to maintain the normal operations and in the case of any emergency.

Employees required to work a weekly schedule that is predetermined and involves other than a Monday through Friday work-week will be so assigned on a rotational basis among the employees involved.

Section 2.

The School District shall have the right to allocate overtime. Any overtime assigned by the School District shall be allocated to employees by rotating seniority within the department in the school building and after that within the department district-wide. The foregoing shall not apply under emergency conditions. Emergency conditions are situations where the District has less than twenty-four (24) hours notice of the need for an overtime assignment.

Section 3.

The School District agrees to pay time and one-half the employee's regular straight-time rate for all hours worked in excess of forty (40) hours per week. All Sunday work will be paid at one and one-half times the employee's hourly rate of pay.

Section 4.

"Call-In" Pay – When an employee is called in by their supervisor to perform work that he/she was not scheduled to perform, he/she shall be paid for a minimum of two (2) hours at 1.5X their normal rate of pay. Call-in occurring on a holiday shall be paid at 2.0X their normal rate of pay. If an employee is called in to work either immediately before or immediately after a scheduled shift, he/she will be paid for the time actually worked at his/her regular rate. "Immediately before" shall mean if the employee is called in to work for a period of time which ends within fifteen (15) minutes prior to the start of a scheduled shift. "Immediately after" shall mean if the employee is called in to work for a period of time which begins within fifteen (15) minutes after the employee has ended a scheduled shift.

Section 5.

"Snow Days" – During full-day emergency closing due to weather, secretaries, cafeteria workers, and bus drivers will not be required to report for work. Custodians, bus mechanics and maintenance staff will report as soon as possible as has been done in the past and shall receive hour for hour compensatory time off for all hours worked on a snow day. Only one (1) employee shall be permitted to take compensatory time on any one (1) day. In the case of bus mechanics – custodians, if the employee makes an honest effort to get to work and cannot make it, because of weather, the employee may request the day to be used as a personal day, sick leave or vacation day. If roads are closed by state, county or local officials, employees shall not be required to report to work and they shall receive pay without a reduction in any leave accrual. In the event schools must be closed after the children have arrived, support staff employees shall remain on duty after the children are sent home.

Normally, secretaries will stay approximately one (1) hour after the children are sent home. Bus drivers must stay at their posts until all children on their routes are delivered, custodians will stay until dismissed by the Head Custodian, mechanics will remain on duty until all buses have returned and cafeteria workers will remain until dismissed by the cafeteria supervisor.

In the event custodial and maintenance staff are released, at the sole discretion of management, they shall be paid for their scheduled hours, without the use of accruals.

Section 6.

Any employee assigned for ten (10) consecutive working days or more, in the same assignment, to carry out the functions of position which make such position a higher paying job, shall be paid at a rate equal to the starting rate of the higher position or ten percent (10%) above his/her regular wage whichever is greater. The District agrees that it will act in good faith and will not intentionally design breaks in service.

ARTICLE VIII **Retirement**

Section 1

Unit members with a minimum of fifteen (15) consecutive years of service with the District who resign for retirement purposes shall be entitled to a District contribution to his/her Health Reimbursement Account (IRS Section 105) equal to forty percent (40%) of his/her total number of accumulated, unused sick days multiplied by his/her daily rate of pay at retirement.

Section 2

Unit members who have any remaining unused sick days after the application of section 1 (above), shall be able to apply said days to his/her New York State Employee Retirement System retirement plan as provide by law. Tier 1 employees are eligible for 75(i) (employed before 7/01/73). This also provides option 41J and 60B. Tier 2 employees (employed between 7/01/73 and 7/01/76) are provided 75I and 41J. All people employed on or after July 1, 1976, must join the New York State Employee Retirement System if they are full-time and have the option of joining if less than full-time.

ARTICLE IX **Health Insurance**

Section 1

All unit members may receive health insurance coverage by filing an application available from the District Office. New employees may apply within thirty (30) days from the date of hire. Current employees may apply during the open enrollment period and/or at any time when a "qualifying event" makes them eligible.

The District shall offer the following Health Insurance plans to active employees:

- Blue Point 2 - \$15 with three-tier prescription rider of \$5/\$20/\$35;
- Blue Million with three-tier prescription rider of \$5/\$20/\$35;
- Any additional plans offered by the District and/or amendments to the above plans shall be through mutual agreement of both parties.

Section 2

For Health Insurance benefits only, full-time status shall be defined as listed below. The District will not reduce any unit member's hourly workload for the sole purpose of reducing his/her health insurance benefits. If a unit member works in more than one (1) job category, the District's premium contribution shall be prorated accordingly. If a unit member's work assignment is involuntarily reduced during the school year, the District's premium contribution shall remain the same for that school year.

- Six (6) hours – Bus Drivers
- Six and one-half (6.5) hours – Aides, Monitors
- Seven (7) hours – Cafeteria Workers, Clericals
- Eight (8) hours – Cleaners, Custodians, Maintenance

Section 3

As of July 1st, 2006, any unit member who received health insurance benefits during the 2005-2006 school year (Cafeteria staff excluded), shall be entitled to a District contribution towards his/her health insurance equal to the dollar amount of the full premium of the appropriate Blue Point 2 Plan chosen by the employee, regardless of his/her hourly work assignment. If the unit member was in the "year of employment leveling process" for the 2005-2006 school year, he/she shall be placed in the appropriate new level as outlined below.

<u>Year of Employment</u>	<u>District Contribution of Full BP2 Premium</u>
1	60%
2	70%
3	80%
4	90%
5 Plus	100%

If a unit member chooses a plan whereby the premium exceeds the District's contribution for the respective Blue Point 2 Plan, the employee shall be responsible for the remaining premium.

Section 4

As of July 1st, 2006, the following unit members (newly hired employees, those who did not receive health insurance benefits during the 2005-2006 school year, and the Cafeteria Staff) shall be entitled to the following premium arrangement.

- (a) For all full-time employees with at least five (5) years of continuous employment with the District who have worked at least four (4) hours per day for each of those years, the District shall contribute a dollar amount equal to the full premium of the appropriate Blue Point 2 Plan chosen by the employee.
- (b) For all part-time employees with at least five (5) years of continuous employment with the District who have worked at least four (4) hours per day for each of those years, the District's contribution shall be prorated based on his/her hourly status. For example, a six (6) hour per day Monitor would receive a District contribution equal to 92% (6 hours / 6.5 hours) of the full premium of the respective Blue Point 2 Plan. Similarly, a seven (7) hour Clerical employee would receive a District

contribution equal to 100% (7 hours / 7 hours) of the full premium of the respective Blue Point 2 Plan.

- (c) For all unit members, regardless of full-time or part-time status, who have less than five (5) years of continuous employment with the District and who have worked at least four (4) hours per day for each of those years, the District's contribution shall be further prorated based upon years of employment as outlined below.

<u>Year of Employment</u>	<u>District Contribution of Full BP2 Premium</u>
1	60%
2	70%
3	80%
4	90%
5 Plus	100%

- (d) If a unit member chooses a plan whereby the premium exceeds the District's contribution for the respective Blue Point 2 Plan, the employee shall be responsible for the remaining premium.

Any unit member who works less than four (4) hours per day will be eligible for health insurance coverage, but he/she shall pay the full premium amount.

Section 5

Any unit member who works four (4) hours or more per day shall be able to receive the Blue-Cross Blue-Shield Smile Saver Dental Plan, Option 1 (single coverage) at no expense to the employee. If the employee chooses any other plan or level of coverage, he/she shall be responsible for the difference in premium.

Section 6

The District will implement "105 Health Reimbursement Accounts" for each unit member who has been employed for at least one year. The District will contribute \$100 per unit member per year. Any unit member who takes an unpaid leave of absence must return from said leave and have worked for at least one year prior to the District making the next scheduled \$100 annual contribution.

Section 7

The joint Health Insurance Committee will continue its work and evaluate the following topics: A Health Insurance Buy-out, Section 105 Plan Providers, and any other benefit related options available to both parties.

Section 8

As of July 1, 2006, the District shall offer the following plans to retired employees and their spouses:

- Up to Medicare eligibility
 - Blue Point 2 - \$15 with three-tier prescription rider of \$5/\$20/\$35;

- Blue Million with three-tier prescription rider of \$5/\$20/\$35.
- At Medicare eligibility and beyond
 - Medicare Blue Choice
 - Blue Million with three-tier prescription rider of \$5/\$20/\$35
- Any additional plans offered by the District and/or amendments to the above plans shall be through mutual agreement of both parties.

Employees who retire on or after July 1, 2006 who have at least fifteen (15) consecutive years of service with the District (unpaid leaves will not be considered as time of service, nor shall they be counted as a “break” of service) and are eligible for social security benefits or NYS Employee Retirement System benefits shall be entitled to the following District contribution to their health insurance premium.

- Retired Employee: A dollar amount equal to 50% of the full premium of the Blue Point 2 Single Plan or 40% of the appropriate Blue Point 2 Family Plan. The District’s contribution will be prorated as outlined in sections 4 and 5 based upon the employee’s final year of service.
- Retired Employee’s Spouse: If the spouse is not covered by the employee’s plan as outlined above, the District will make the following premium contribution. Up to Medicare eligibility: A dollar amount equal to 50% of the full premium of a Blue Point 2 Single Plan. At Medicare eligibility and thereafter: A dollar amount equal to 50% of the full premium of a Medicare Blue Choice Plan. The District’s contribution will be prorated as outlined in Sections 4 and 5 based upon the employee’s final year of service.
 - “Spouse” is defined as the employee’s husband or wife (according to New York State law) at the time of the employee’s retirement from the District. The district will not provide coverage for subsequent spouses.
 - Upon the death of a retired employee who was receiving health insurance benefits pursuant to this agreement, the surviving spouse will be responsible for the entire premium.
- If a unit member chooses a plan whereby the total premium exceeds the District’s contribution for the respective Blue Point 2 Plan, the employee shall be responsible for the remaining premium.

Employees who retire on or after July 1, 2006, who do not have at least fifteen (15) years of service with the District or are ineligible for social security benefits or NYS Employee Retirement System benefits shall be offered health insurance benefits, but the retired employee and his/her spouse shall be responsible for the full premium.

ARTICLE X

Leaves of Absence

Section 1.

Sick Leave – One (1) day per month on an annual basis (ten [10] month – ten [10] days; eleven [11] month – eleven [11] days; twelve [12] month – twelve [12] days) with an overall employment accumulation of days per the following schedule:

10 month employees – 185 days
11 month employees – 190 days
12 month employees – 195 days

Bus Drivers who drive regular runs during the summer recess period shall receive one (1) additional sick day per year. The foregoing does not apply to Bus Drivers who drive extra trips during the summer.

A doctor's statement may be required after three (3) consecutive days of sick leave.

Section 2.

Vacations – twelve (12) month employees:

1 through 5 years	-	10 days
6 through 10 years	-	Add one (1) day per year
10 through 20 years	-	Add one (1) day per each two (2) years of service
20 through 25 years	-	20 days
After 26 years	-	1 additional day
After 31 years	-	1 additional day

Earned vacation for one (1) year, not to exceed ten (10) days, may be carried over to the next succeeding year only. Any accrued vacation time shall be paid the employee or his/her beneficiary at the time of termination, retirement, or death. Vacation paid pursuant to above will be computed as follows: That portion of unused vacation carried over from previous year plus pro-rated vacation earned in current year less vacation days not eligible to be taken prior to end of school fiscal year.

Unit members who formerly worked ten (10) or eleven (11) months per year who become regularly employed for twelve (12) months per year shall be given credit for their prior years of service for vacation accrual purposes. (To illustrate, suppose a ten (10) or eleven (11) month employee had completed twelve (12) years of service and then became employed on a twelve (12) month basis. Such employee would be entitled to sixteen (16) vacation days.) This provision is effective July 1, 1994.

- An employee shall receive his/her vacation time credit on the date of July 1st of the calendar year immediately preceding the anniversary hiring date of said employee.
- New employees shall have to complete one (1) full year of service before they can receive their credit for ten (10) vacation days. (Example: A new employee starts working on January 1, 2004, said employee will not receive any vacation time until January 1, 2005, and then again July 1, 2005.

Section 3.

Holiday Schedule – The School District agrees to pay the following annual holiday schedule:

<u>Ten (10) Month Employees</u>	<u>Eleven (11) Month Employees</u>	<u>Twelve (12) Month Employees</u>
New Year's Day	New Year's Day	New Year's Day
February Birthday	February Birthday	February Birthday
Memorial Day	Memorial Day	Memorial Day
Labor Day (Clerical only)	July 4 th	July 4 th
Columbus Day	Labor Day	Labor Day
Veteran's Day	Columbus Day	Columbus Day
Thanksgiving Day	Veteran's Day	Veteran's Day
Day after Thanksgiving	Thanksgiving Day	Thanksgiving Day
Christmas Day	Day after Thanksgiving	Day after Thanksgiving
Martin Luther King Day	Christmas Day	Christmas Eve
	Martin Luther King Day	Christmas Day
		Martin Luther King Day
		Good Friday

Section 4.

Employees who have completed a probationary period of six (6) months and who terminate employment shall receive vacation allowance pro-rated on the full month's service.

Section 5.

Jury Duty – If an employee is called for jury duty, the Board will pay the difference between the jury pay and employee's regular day's pay, if jury pay is less than the regular day's pay.

Section 6.

Personal Business Leave – Two (2) days per year Personal Business Leave may be granted. "Personal Business" means an activity that required an employee's presence during the workday and is such that it cannot be attended to at a time other than during work hours. Application for leave must be submitted at least one (1) week in advance to the Chief School Administrator through the employee's immediate supervisor. If "Personal Leave Days" are not used in the current year, they may be accumulated with sick leave days. It is understood that personal leave days are in fact personal and reasons for use of personal leave need not be disclosed. Only in extreme emergencies shall an employee be denied the use of personal leave.

The Supervisor or Superintendent may grant personal business leave requests to multiple employees, if, in his/her discretion, the operating and educational needs of the District will not be impaired.

Section 7.

Bereavement Leave for Immediate family - Each unit member shall be granted up to three (3) days of paid leave per incident for the death of a member in his/her immediate family. Immediate family for the purposes of this benefit includes spouse, or significant other, mother, father, children (natural, adopted, and foster), brother, sister, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, aunt, uncle, grandchildren, grandparents, and other persons residing in the house.

Bereavement Leave for any other relative - Each unit member shall be granted one (1) day of paid leave for the death of any other relative in his/her family.

Bereavement Leave for death in the immediate family - as defined above; one (1) day for the funeral of any other-in-law.

Emergency Leave - Serious illness of the spouse, or significant other, mother, father, children, (natural, adopted, and foster), brother, sister, son-in-law, daughter-in-law, sister-in-law, mother-in-law, father-in-law, aunt, uncle, grandchildren, grandparents, and other persons residing in the house. A doctor's statement shall be required for illnesses within the immediate family. Five (5) days per school year may be allowed totally for each employee.

- A. All of the above-mentioned Leave shall be non cumulative and not chargeable against sick leave allowance.

Section 8.

Any leave time paid will be considered time worked for computing over-time.

Section 9.

Sick Leave Bank

The purpose of the Sick Leave Bank is to provide income protection in the case of prolonged illness or disability. The "Sick Leave Bank" (SLB) will be established, effective July 1, 2007. The SLB will provide members with full compensation, for up to 12 months, dating from the first day of illness or disability. The SLB will be administered by the Seneca Falls Support Staff Association with consultation from the Seneca Falls Central School District.

1. The SLB will be designed as follows:
 - a. All current unit members will be enrolled automatically in the SLB unless he/she indicates otherwise in writing to both the SFSSA president and District superintendent within fifteen (15) work days from the date of hire. Each enrolled unit member will contribute two (2) days from his/her personal sick leave accumulation to the SLB.
 - b. The District will make a one time contribution to the SLB of ten (10) days.
 - c. A SLB committee will be formed by the Association president. The composition will include the president (or appointee) and the SFSSA Executive Committee.

2. The SLB will be maintained as follows:

- a. All new hires will be enrolled automatically in the SLB unless they indicate otherwise in writing to both the SFSSA president and District superintendent within fifteen (15) work days from their date of hire.
- b. All unit members will be enrolled or re-enrolled in the SLB at the end of the school year (June 30th) unless they indicate otherwise in writing to the SFSSA president and District superintendent by June 15th, effective for the next school year. As a result, that unit member will receive no sick leave bank income protection. Any unit member who leaves the bank cannot withdraw the days that he or she has donated.
- c. The SLB Committee will audit the SLB by May 30th each year to determine the status of accumulated sick days available to members. If the SLB days available drops below fifty (50), unit members will be notified and will contribute one (1) additional sick leave day to replenish the SLB.
- d. If the SLB days available drop below fifty (50) during the school year, the SFSSA president and District superintendent will inform the SLB Committee and one (1) additional sick leave day will be contributed by each member.

3. The SLB Committee will administer the SLB as follows:

- a. The SLB Committee will meet as necessary to approve requests. The SFSSA president (or appointee) will chair the committee.
- b. SLB days can only be granted to current contributing members.
- c. SLB days can only be granted for purposes of long term illness, long term injury, or disability.
- d. A member will not be able to withdraw days from the bank until his/her own sick leave is depleted. The first ten (10) days of illness, injury or disability will not be covered by the bank and must be covered by that member's own accumulated sick leave or he/she must take an absence without pay.
- e. Members who are receiving alternative forms of compensation, exclusive of private insurance, will not be eligible for use of the SLB.
- f. The SLB Committee may require doctor's evidence of illness or injury or disability necessitating use of the SLB. The Committee has the authority to review a member's request and ask for additional documentation, especially for requests beyond thirty (30) days.
- g. The maximum number of SLB days available to a member during the school year (July 1-June 30) is 160. Additional SLB days may be granted in extenuating circumstances with the approval of the SLB Committee, SFSSA president, and District superintendent.
- h. The decisions of the SLB Committee can not be grieved.

- i. In the event of an extenuating circumstance, the Association President and Superintendent of Schools may grant additional days from the SLB at their joint discretion.
- j. After accessing the SLB and returning to work, a SLB member will be advanced five (5) days of personal sick leave if he or she has no sick leave entitlement. These days will be subtracted from that unit member's allotment of sick leave days in the following year.
- k. The SLB Committee will evaluate this process annually and provide a report / recommendations to the Association president and District superintendent.

ARTICLE XI

Leaves of Absence Without Pay

Section 1.

An employee shall be granted a Leave of Absence Without Pay for a period not to exceed two (2) years for any reason deemed appropriate by the School Board and based upon the recommendation of the Superintendent of Schools, except in the case of military service.

Section 2.

At the time of requesting the Leave of Absence Without Pay, the employee shall specify the dates and the reason for which he desires the leave and shall forward it through the appropriate supervisory ranks.

ARTICLE XII

Health and Safety

The School District shall continue to make reasonable provisions for the health and safety of its employees during the hours of their employment. The School District agrees to provide protective devices and other equipment necessary to protect the employees from sickness and injury.

Each employee has the responsibility to report immediately any hazardous conditions to his/her immediate supervisor.

ARTICLE XIII

Hiring, Promotion, Recall, and Seniority

Section 1.

Seniority for unit members will first be determined by hire date and then by alphabetical order. Where training, work record and attendance are equal, employees with seniority must be considered for promotion to the higher rated jobs, when such openings occur (but management will make the final decision). It is agreed that the higher rated jobs shall be filled, when applicable, in accordance with the State of New York Civil Service Law and the rules and regulations of the Seneca County Civil Service Commission. Seniority shall be "frozen" while a member is receiving Worker's Compensation.

Section 2.

The District shall offer bargaining unit members an interview when they apply for a vacancy within the bargaining unit. If the unit member is denied the new position, he/she shall have the opportunity to discuss the reasons for the denial with the Superintendent. Where ability is equal, those employees with the greatest seniority shall be given preference for transfer, providing such lateral movement will not interfere with the employment needs of the district.

Section 3.

When an opening does occur, the School District shall post and advertise the bargaining unit position in conspicuous places throughout the facilities with dates and a time limit of ten (10) calendar days so that each person may have an opportunity to compete for the position. The posting shall contain the following: job title, rate of pay, location of position, shift, and minimum qualifications. Employees who are interested in a posted position shall submit written application to the supervisor within ten (10) calendar days after the notice is posted. The School District agrees that all promotions shall be made from current employees who qualify. The Association President or his/her designee shall receive a copy of the job opening when it is posted and shall also receive notification of who was awarded the position.

Section 4.

In the case of reduction or work force, job abolishment, layoff, or austerity, the employee with the least seniority in the job class shall be the first laid off. The following process will be used for recall:

- (a) The most senior individual within the job classification and salary range shall be offered the right to return to the same classification after bargaining unit members are given the opportunity to bid on a vacancy or opening, which would result in a promotion, as defined in Section 7. During the school year, only one (1) "bump" will occur.
- (b) Individuals will be notified by registered mail and shall reply within five (5) working days after the receipt of the registered letter.
- (c) Individuals will be afforded the opportunity only once to return to the District, and he/she shall retain his/her right to recall and seniority for a period of not to exceed two (2) calendar years.
- (d) If the most senior individual does not accept the job, then the same process shall apply to the next most senior individual, etc.

Section 5.

Seniority in the job class shall be defined as the length of continuous service since the last date of hiring.

Section 6.

For those positions classified as noncompetitive, the following areas represent the different job classes:

Transportation	Clerical
Cafeteria	Cleaner
Cafeteria Monitor	Bus Aide/Monitor
Teacher Aide (Inclusive of Study Hall Aide, Special Ed. Aide, Computer Aide, Regular Ed. Aide, Library Aide, Health Aide)	

Section 7.

For purposes of this Article, a promotion shall mean when a unit member seeks a position with a higher hourly rate of pay.

ARTICLE XIV **Probationary Employees**

Section 1.

Each new employee shall be considered on probation for a period equal to the maximum length set by Seneca County Civil Service. He/she shall not be entitled to a permanent appointment within the above time limits until the appropriate supervisory official evaluates his/her performance and recommends to the Superintendent of Schools that his/her performance is satisfactory, and approved by the Superintendent.

Section 2.

It is agreed that any probationary employee can be discharged at the sole discretion of the School District, and he shall not have the right to seek relief pursuant to the grievance and arbitration procedure of this agreement.

ARTICLE XV **Grievance Procedure**

Section 1. - Definitions

- (a) A grievance is any alleged violation of this agreement.
- (b) An employee is any individual within the collective bargaining unit covered by this agreement.
- (c) An aggrieved party or grievant is an employee, or group of employees, the Association.

Section 2. - Submission of Grievances

- (a) Before submission of a written grievance, the aggrieved party with the option of having a Union Representative present must attempt to resolve it informally with his/her Building Principal or immediate supervisor.
- (b) Each grievance shall be submitted in writing on a form provided by the SFSSA Grievance Committee. The form shall identify the grievant or grievants, the provision of this agreement involved in the grievance, the time and place, and, if known, the identity of the person responsible for causing such events or conditions and a general statement of the grievance and redress sought by the aggrieved.
- (c) A grievance shall be considered waived unless the aggrieved party files his/her grievance with his/her immediate supervisor within ten (10) working days after its known occurrence.
- (d) An employee or group of employees within the same department may submit a collective grievance, which affects each individually or wholly, to their immediate supervisor.
- (e) The Association or employee may submit a grievance directly to the Superintendent, except where it would be limited to affect one (1) department or building within the Unit. In such an instance, the grievance shall be submitted to the building principal, except where the employee is not assigned to a specific building.
- (f) The School District will send a copy of its answer at each step of the grievance to the President of the Association.

Section 3. - Grievance Procedure

- (a) The Building Principal or immediate supervisor shall respond in writing within ten (10) working days to each written grievance filed.

If the aggrieved party and/or his/her designated representative is not satisfied with the Building Principal's or immediate supervisor's answers, or if no answer is received within ten (10) working days after submission of the grievance, the grievant may appeal to the Superintendent within ten (10) working days.
- (b) The Superintendent, or his/her designated representative, shall upon appeal confer with the aggrieved party or his/her designated representative. The Superintendent shall render to the above-mentioned parties a written disposition of the grievance within ten (10) working days after receipt of the appeal.
- (c) Within ten (10) working days after receiving a decision from the Superintendent, the Association shall deliver a response to the Superintendent, a detailed statement of its position with respect to the grievance.
- (d) In the event the Association is not satisfied with the decision of the Superintendent, it shall, within thirty (30) days after receiving the decision, refer the grievance to arbitration. The Superintendent and the Association shall mutually agree on an arbitrator.

Section 4. - Arbitration

- (a) The Arbitrator so selected shall conduct the proceedings in accordance with the New York Arbitration Law, Article 75, Civil Practice Law and Rules.
- (b) The Arbitrator's Award shall also set forth his/her findings of fact, reasons and conclusions of law on only that issue submitted for determination.
- (c) The Arbitrator shall have no power to alter, modify, add to, or subtract from the provisions of this agreement.
- (d) The Arbitrator shall not usurp the functions of the Board of Education or the proper exercise of its judgment and discretion under the law and this agreement.
- (e) The Arbitrator's Award, if within the scope of his/her authority as set forth above, shall be binding upon the parties.
- (f) The costs for the services of the Arbitrator will be borne equally by both parties.

ARTICLE XVI

Job Security

Section 1.

The School District agrees that employees, other than probationary employees, shall receive the full protection of Section 75 of the Civil Service Law, as it relates to discharge, suspension, reprimand, fine or demotion.

Section 2.

Any employee not eligible for protection under Section 1 of this Article, other than probationary employees, shall have the right to pursue any disciplinary action in accordance with the grievance and arbitration in this agreement.

Section 3.

No material related to an employee's conduct, performance, character, or personality which is derogatory in nature shall be placed in an employee's personnel file without notification to the employee. The employee shall be given the opportunity to read such material and shall acknowledge that he/she has read same by affixing his/her signature on the material to be filed, with the understanding that such signature merely acknowledges that the employee has read such material and does not indicate agreement with its contents. The employee's response is due within five working days.

ARTICLE XVII

Salaries

Section 1

The base salary for unit members shall be determined by their placement and subsequent advancement on the respective salary schedule (see attachments). The salary for any unit member who is not on a schedule, including off-step salaries, shall be determined by the salary profile. The salary profile shall be kept by both the District and Association.

Section 2

Payroll Withholding – Each employee will be given the option to have his/her total annual salary divided into regular equal paychecks or to have withheld a fixed amount per pay check to be accumulated until the end of the school year. The accumulated balance would then be paid to the employee in his last paycheck in June, if he has chosen to have pay accumulated in school accounts. Payroll deduction bank savings deposits remain as an agreement between the employee and the bank.

All paychecks will be issued biweekly on Friday, but the Board of Education reserves the right to substitute two (2) weekly checks in lieu of a biweekly check during the year provided employees are given at least one (1) week prior notification of the change.

Unless otherwise exempted by the District, all unit members will be required to use direct deposit for salary payment. All unit members will be held harmless from any and all bank fees that he/she may incur from a direct deposit error or system problem.

Section 3

1. The parties agree that employees, with the exception of Bus Drivers, who have a regular workweek of exactly thirty-five (35) hours, shall be entitled to receive overtime compensation (time and one-half) for all hours worked in excess of thirty-five (35). No other employees are entitled to this benefit.
2. The calculation of hours worked shall include, in accordance with established past practice, the use of paid leave time.
3. Employees who choose compensatory time for the hours worked in excess of thirty-five (35), but forty (40) or less, shall continue to arrange for the use of compensatory time in accordance with District policy and practice.

Section4

Each unit member shall receive a holiday bonus with his/her first paycheck issued in December and based upon his/her years of service to the District. The bonus shall be payable annually as follows:

2 – 4 years of service	\$ 75
5 – 9 years of service	\$ 125
10 – 14 years of service	\$ 175
15 – 19 years of service	\$ 225
20 + years of service	\$ 275

NOTE: The Holiday Bonus for Cafeteria Workers will not be paid from Cafeteria Funds/Budget.

Only those employees hired prior to July 1, 2007 shall receive the annual holiday bonus.

ARTICLE XVIII

Public Employees' Fair Employment Law

Section 204-a.

Agreements between public employees and employee organizations.

“IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OR LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.”

ARTICLE XIX

Longevity

A longevity increment will be added to the employee's base salary providing he/she has rendered continuous active service in the District for the number of years indicated below. The increment will be added to the base salary in the subsequent fiscal year after the required number of years is satisfied.

As of July 1, 2007 (no retroactive payment for 2006-2007), the longevity increment will be amended as follows:

- 2% of base salary after 10 years, and through 14 years
- 4% of base salary after 15 years, and through 19 years
- 7% of base salary after 20 years, and through 24 years
- 10% of base salary after 25 years, and thereafter

Leaves of absence in excess of thirty (30) days will not be counted towards continuous active service. In addition, employees reinstated within one (1) year after last employed in District will retain their continuous service status, however, the time during their absence will not count towards continuous service.

ARTICLE XX

General Considerations

Section 1

In the event that any article or section of this agreement shall be determined by a court of competent jurisdiction to be null, void or unenforceable, such decision shall not affect any of the other provisions of this agreement which shall continue in full force and effect.

Section 2

Neither party of this agreement shall make nor attempt to make any alterations, modifications, changes, or variations of any of the items expressly and specifically covered herein.

Section 3

A copy of the final signed 2006-2011 agreement shall be furnished to all support staff personnel. This cost is to be shared equally by the School District and the Association.

Section 4

Clothing Allowance:

Level 1:

Includes:

Custodial/ Maintenance/ Transporter

2007-2008 year= \$200

2008-2009 year= \$215

2009-2010 year= \$230

2010-2011 year= \$245

Level 2:

Includes:

Bus Drivers / Bus Monitors

2007-2008 year= \$175

2008-2009 year= \$185

2009-2010 year= \$195

2010-2011 year= \$205

Level 3:

Includes:

Cafeteria Kitchen Staff / Health Aides / AV Technician / Bus Mechanics

2007-2008 year= \$125

2008-2009 year= \$130

2009-2010 year= \$135

2010-2011 year= \$140

The allowance for Bus Mechanics is to be used only for steel toed footwear and outerwear.

This allowance must be used at a place of business mutually agreed to by the District and Association.

Any employee hired after July 1, 2007 will be entitled to his/her respective allowance on the first day of July after he/she has been permanently appointed.

Any unit member holding two (2) or more positions with the district is entitled to only one (1) allowance (the greater of the two).

Unspent allowances can not be carried from one year to the next.

If a unit member must return an item, a store credit will be issued. No cash returns will be permitted.

Section 5

A non-resident (non-resident of the Seneca Falls Central School District) unit member may send his/her school age children to the Seneca Falls Central School District free of tuition charges. Transportation shall be the responsibility of the unit member.

Section 6

Effective April 20, 1998, the Internal Revenue Service rate for mileage allowance shall be granted for use of personal vehicles when used for school business.

Section 7 Cafeteria Employees

- (a) Extra pay beyond school day – minimum three (3) hours pay at regular rate.
- (b) When extra duty is necessary within the cafeteria area, the work shall be performed by regular cafeteria workers. The extra work shall be assigned by seniority on a rotational basis within the building unit.

Section 8 Clerical Employees

- (a) Holiday Schedule: See Page 12.
- (b) The Clerical salaries are based upon a seven (7) hour work day.

Ten (10) month employees – 1,386 annual hours, 198 days (7 hours)
Eleven (11) month employees – 1,575 annual hours, 225 days (7 hours)
Twelve (12) month employees – The total number of hours and days will be determined annually.
- (c) Eleven (11) month employees shall work twenty-five (25) cumulative days before the beginning of the instructional year, as agreed upon by the employee and his/her supervisor. In the event that an agreement cannot be reached, the District retains the right to make an assignment. July 1-August 31: he/she will work 25 days. September 1- June 30: he/she will work 200 days, which includes holidays.
- (d) Clerical employees required to attend any courses in connection with their work shall receive normal hourly wage or overtime (if over thirty-five (35) hours that week) for time spent outside normal work hours.

- (e) Clerical employees will not have to perform nursing duties.
- (f) Any Clerical employee desiring to take a course to further enhance their professionalism and proficiency in their related field of work will, upon completion of each six (6) credit hours, receive an increment of \$65 in addition to their present contract salary. The courses shall be taken after the date this agreement becomes effective and must have prior approval of the Superintendent of Schools. Courses must be taken from an accredited college or university and acceptable for inclusion in a bachelor's or associates degree program.

Section 9 Custodial and Maintenance Employees.

- (a) Holiday work for custodians shall be paid at double time.
- (b) All Senior Custodians and Custodians who are in charge of their buildings will be paid at their hourly rate for weekend and holiday checking of their buildings and grounds.
- (c) Emergency Closing: When Building Mechanics are required to report to work for an emergency (e.g. snow removal), two (2) hours or more before their normal reporting time, they shall receive a breakfast reimbursement of \$5.00 (no receipt required).
- (d) Building Checks: When a Custodian is not on duty, the Senior Custodians, if available, will be assigned on a rotational basis to perform a building check on their respective building. If a Senior Custodian is not available, the assignment will first be offered to custodians within that building on a seniority basis. If they are not available, the assignment will then be offered to the other custodians within the District on a seniority basis. The pay for building checks will not be less than two (2) hours.
- (e) Assignment of Extra Duty:

An effort will be made to contact Custodians/Sr. Custodians for assignment of extra duty up to forty-eight (48) hours prior to the assignment.

Should a Custodian/Sr. Custodian not be at work due to illness or vacation, they cannot be assigned extra duty on that day.

Once extra duty has been assigned, a listing will be forwarded to the Sr. Custodian in each building.

When Custodians/Senior Custodians are required to work extra duty of two (2) hours or less, which immediately follows their regular shift, the extra duty assignment will not count on the rotation list.

Building checks required to be performed by Sr. Custodians will not count on the rotation list. All other extra duty that requires the assignment of a Sr. Custodian will count on the rotation list.

All of the foregoing does not apply under emergency conditions.

Extra duty cleaning of the bus garage does not have to be posted. However, any interested custodian who applies for the extra duty assignment must be assigned on a rotating basis.

- (f) Maintenance and Custodial employees who work on a holiday shall be paid at two (2) times their regular rate.
- (g) Any employee that is required to obtain and hold a CDL license to perform his/her respective employment duties for the District, will be compensated for fifty percent (50%) of the cost of obtaining and maintaining a CDL license.

Section 10 Transportation Employees

- (a) The extra duty rate for Bus Drivers will be changed to be equal to the hourly average of Steps 1-15 of the Bus Driver Salary Schedule. The minimum stipend for an extra duty trip or run shall not be less than two (2) hours.
- (b) All station wagon runs and small bus runs will be paid as regular runs.
- (c) When regular Bus Drivers are substituting, they shall be paid their regular rate for the substitute run.
- (d) Bus Drivers shall be paid for a minimum of two (2) hours work on the cancellation of bus runs. When a bus run is canceled, Bus Drivers have an option to take the next available, similar run (same list – on duty/off duty).
- (e) All bus runs scheduled for extra curricular activities shall be driven by Bus Drivers.
- (f) All Bus Drivers and Bus Monitors shall retain their specific bus driving assignments from the previous school year. The District shall time the bus routes during the first two (2) weeks of the academic school year. The bus routes will be posted at the conclusion of such two (2) week period for bidding. Routes will then be assigned by seniority, i.e. the Senior Bus Driver shall have “first choice”.

The District will post any permanent vacancy which occurs during the academic school year. Only those drivers who can increase their working hours will be permitted to bid on the permanent vacancy. The assignment will be awarded to the most senior Bus Driver.

The bus run of twelve (12) month employees cannot be bumped by a ten (10) month employee if it would result in the twelve (12) month employee driving less hours, except that the District reserves the right to assign any bus run of the Transportation Supervisor and part-time Bus Mechanic, not to exceed six (6) hours and four (4) hours, respectively.

- (g) The Board will pay the driver's regular days pay if the individual is requested to appear in court pursuant to a complaint lodged against a citizen for an alleged traffic violation regarding the safe operation of a district school bus.
- (h) Bus Drivers required to attend any session relating to their job will be paid their normal hourly wage or overtime (if over forty [40] hours that week) for time spent outside normal working hours.
- (i) Trips will not be split at all, unless the bus or the driver is needed for another run.
 - If the trip is between 9 and 10 hours long, the driver must take the time between the ninth and tenth hour as an unpaid meal break.
 - If the trip is between 10 and 14 hours long, the driver must take one (1) full hour of unpaid break.

- If the trip is between 14 and 15 hours long, the driver must take the time between the fourteenth and fifteenth hour as an additional unpaid break.
 - In order to claim a meal allowance, the trip must include part of the following time worked. The reimbursement rate for non-receipt meals is:
 - Breakfast - \$5.00, from 8-9 a.m.
 - Lunch - \$10.00, from 12-1 p.m.
 - Supper - \$15.00, from 5-6 p.m.
 - Driver must work at least thirty (30) minutes or more of the time listed above to qualify.
 - Meal claims are not to exceed \$30.00 per calendar day.
- (j) The head Auto Mechanic and the Mechanic-Bus Driver shall work a forty (40) hour week. All time over forty (40) hours shall be paid at time and one-half.
- (k) The Head Auto Mechanic and the Mechanic Bus Driver who have completed one (1) full year of work shall be provided a uniform which will be continued by the District.
- (l) Safe Driving Awards – All regular drivers shall be eligible for a safe driving award. The maximum award amount for any driver who meets the criteria will be \$10.00 per contract hour. The criteria for the award shall be set up by a committee of two (2) SFSSA representatives from the Transportation unit and two (2) representatives from the District. Each group is to select their own representatives.
- (m) WHEN SCHOOL IS IN SESSION (Assigning extra-duty driving)
1. Week day trips that leave and return between full time drivers' runs are offered to full time drivers on a rotating seniority order.
 2. Weekday trips that either leave or return when there are no full time drivers available are assigned to substitute drivers as evenly and fairly as possible.
 3. Weekday trips that leave after 4:30 p.m. are assigned in a rotating seniority order. Should a driver accept a trip that is subsequently canceled, that driver is given option on the next available unassigned trip.
 4. Weekend trips are assigned in a rotating seniority order to full time drivers first; should there be no full time drivers available, substitute drivers shall be assigned.
- (n) WHEN SCHOOL IS NOT IN SESSION (Assigning extra-duty driving)
1. Bus driving jobs are assigned on a seniority basis.
 2. Extra duty trips are assigned in a rotating seniority order.
- (o) Extra trips which are previously known by district administrators to be eight (8) hours or more in duration shall be offered to regular full time bus drivers. The offers will be made in rotating seniority order.
- (p) Effective July 1, 2002, each Bus Driver, Head Auto Mechanic, and Driver Mechanic shall be reimbursed for the cost of their CDL endorsement.
- (q) When a Bus Monitor is needed and there are none available, regular Bus Drivers shall be offered the work by seniority before any substitutes are used. Compensation shall be the monitor extra duty rate of pay.

- (r) The District may assign, without regard to bidding or seniority, a special education student's one-on-one Bus Monitor, as long as required by the student's IEP, to assist that student .. during summer transportation provided by the District.
- (s) When students are released for an early dismissal resulting in additional runs for a driver above and beyond his/her normal workday assignment of runs, said driver shall receive two (2) hours of additional compensation above and beyond his/her normal daily compensation. Example: When the elementary students are released early during the first and last weeks of the school year (i.e., the students have half days), a driver would be compensated for three (3) runs instead of two (2) runs, (i.e. the driver would be compensated for his/her morning run, midday run, and afternoon run).
- (t) Any permanent, non-instructional employee, other than either a Seneca Falls Central School District provisional or permanent Bus Driver, employed by the District, but are certified Bus Drivers, will be offered the opportunity for extra-duty bus runs upon the exhaustion of the regular Bus Driver seniority list, but prior to the offering of said opportunity to District Bus Driver substitutes.

ARTICLE XXI

Professional Development

Bargaining unit members may apply to the Superintendent for approval to attend courses, workshops, and conferences which are job related or which will enhance an employee's professional development. If approved, the District will pay for all fees associated with the course, workshop or conference. Applications shall be submitted at least thirty (30) days in advance of the course, workshop or conference. Approval is at the discretion of the Superintendent. The Superintendent's decision shall not be subject to the grievance and arbitration procedures in this agreement.

The Superintendent may also direct bargaining unit members to attend job-related courses, workshops and conferences. The District will pay for all fees associated with the course, workshop or conference and the employee will receive his/her normal wage for time in attendance.

ARTICLE XXII

Students with Disabilities

Aides and Bus Monitors shall be given information about a student they work with in reference to a student's disability and propensities for physical outbursts. This provision shall not be subject to the grievance and arbitration procedures in this agreement.

This Agreement is between the Seneca Falls Central School District and the Seneca Falls Support Staff Association.

FOR THE SFSSA:

Billie Brinkerhoff

Billie Brinkerhoff
President
Seneca Falls Support Staff Association

Dated: 11/16/07

FOR THE DISTRICT:

Gerald Macaluso

Gerald Macaluso
Superintendent of Schools
Seneca Falls Central School District

Dated: 11-16-07

Salary Schedule Attachment #1

1. Cleaner Schedule

STEP	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
1	\$8.10	\$8.15	\$8.50	\$8.70	\$8.90
2	\$8.48	\$8.42	\$8.47	\$8.83	\$9.04
3	\$8.86	\$8.81	\$8.75	\$8.81	\$9.17
4	\$9.24	\$9.20	\$9.15	\$9.09	\$9.15
5	\$9.62	\$9.59	\$9.55	\$9.50	\$9.44
6	\$10.00	\$9.98	\$9.95	\$9.91	\$9.86
7	\$10.38	\$10.37	\$10.35	\$10.32	\$10.28
8	\$10.76	\$10.76	\$10.75	\$10.73	\$10.70
9	\$11.14	\$11.15	\$11.15	\$11.14	\$11.12
10	\$11.52	\$11.54	\$11.55	\$11.55	\$11.54
11	\$11.90	\$11.93	\$11.95	\$11.96	\$11.96
12	\$12.28	\$12.32	\$12.35	\$12.37	\$12.38
13	\$12.66	\$12.71	\$12.75	\$12.77	\$12.79
14	\$13.04	\$13.10	\$13.14	\$13.18	\$13.21
15	\$13.42	\$13.49	\$13.54	\$13.59	\$13.63

2. Custodian Schedule

STEP	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
1	\$8.12	\$8.30	\$8.55	\$8.75	\$8.95
2	\$8.52	\$8.47	\$8.66	\$8.93	\$9.14
3	\$8.92	\$8.88	\$8.83	\$9.04	\$9.33
4	\$9.32	\$9.29	\$9.26	\$9.23	\$9.44
5	\$9.72	\$9.70	\$9.68	\$9.66	\$9.63
6	\$10.12	\$10.11	\$10.10	\$10.09	\$10.07
7	\$10.52	\$10.52	\$10.52	\$10.52	\$10.51
8	\$10.92	\$10.93	\$10.94	\$10.95	\$10.95
9	\$11.32	\$11.34	\$11.36	\$11.38	\$11.39
10	\$11.72	\$11.75	\$11.78	\$11.81	\$11.83
11	\$12.12	\$12.16	\$12.20	\$12.24	\$12.28
12	\$12.52	\$12.57	\$12.62	\$12.67	\$12.72
13	\$12.92	\$12.98	\$13.04	\$13.10	\$13.16
14	\$13.32	\$13.39	\$13.46	\$13.53	\$13.60
15	\$13.72	\$13.80	\$13.88	\$13.96	\$14.04

Salary Schedule Attachment #2

3. Senior Custodian Schedule

STEP	2006-2007		2007-2008		2008-2009		2009-2010		2010-2011
1	\$11.00		\$11.25		\$11.50		\$11.75		\$12.00
2	\$11.30		\$11.50		\$11.75		\$12.01		\$12.26
3	\$11.60		\$11.80		\$12.00		\$12.27		\$12.53
4	\$11.90		\$12.11		\$12.32		\$12.52		\$12.79
5	\$12.20		\$12.42		\$12.63		\$12.85		\$13.06
6	\$12.50		\$12.73		\$12.95		\$13.17		\$13.39
7	\$12.80		\$13.03		\$13.26		\$13.49		\$13.72
8	\$13.10		\$13.34		\$13.58		\$13.81		\$14.05
9	\$13.40		\$13.65		\$13.89		\$14.14		\$14.38
10	\$13.70		\$13.96		\$14.21		\$14.46		\$14.71
11	\$14.00		\$14.26		\$14.52		\$14.78		\$15.04
12	\$14.30		\$14.57		\$14.84		\$15.11		\$15.37
13	\$14.60		\$14.88		\$15.15		\$15.43		\$15.70
14	\$14.90		\$15.19		\$15.47		\$15.75		\$16.04
15	\$15.20		\$15.49		\$15.78		\$16.08		\$16.37

4. Food Service Worker Schedule

STEP	2006-2007		2007-2008		2008-2009		2009-2010		2010-2011
1	\$7.25		\$7.35		\$7.45		\$7.55		\$7.80
2	\$7.61		\$7.55		\$7.65		\$7.75		\$7.90
3	\$7.97		\$7.91		\$7.85		\$7.95		\$8.10
4	\$8.33		\$8.28		\$8.22		\$8.15		\$8.31
5	\$8.69		\$8.65		\$8.59		\$8.53		\$8.52
6	\$9.05		\$9.01		\$8.97		\$8.92		\$8.91
7	\$9.41		\$9.38		\$9.34		\$9.30		\$9.30
8	\$9.77		\$9.75		\$9.72		\$9.68		\$9.68
9	\$10.13		\$10.12		\$10.09		\$10.06		\$10.07
10	\$10.49		\$10.48		\$10.47		\$10.45		\$10.46

Salary Schedule Attachment #3

5. Health Aide Schedule

STEP	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
1	\$11.50	\$11.65	\$11.80	\$12.00	\$12.20
2	\$11.87	\$11.99	\$12.14	\$12.30	\$12.50
3	\$12.24	\$12.37	\$12.49	\$12.64	\$12.80
4	\$12.61	\$12.75	\$12.88	\$13.00	\$13.16
5	\$12.98	\$13.13	\$13.26	\$13.40	\$13.52
6	\$13.35	\$13.50	\$13.65	\$13.80	\$13.93
7	\$13.72	\$13.88	\$14.04	\$14.19	\$14.34
8	\$14.09	\$14.26	\$14.43	\$14.59	\$14.75
9	\$14.46	\$14.64	\$14.82	\$14.99	\$15.16
10	\$14.83	\$15.02	\$15.21	\$15.39	\$15.57

6. Mechanic Schedule

STEP	2006-07	2007-08	2008-09	2009-10	2010-11
1	\$12.05	\$12.25	\$12.50	\$12.75	\$13.00
2	\$12.60	\$12.56	\$12.78	\$13.04	\$13.30
3	\$13.17	\$13.13	\$13.10	\$13.33	\$13.60
4	\$13.77	\$13.71	\$13.67	\$13.65	\$13.89
5	\$14.36	\$14.32	\$14.27	\$14.25	\$14.22
6	\$14.97	\$14.93	\$14.90	\$14.85	\$14.83
7	\$15.59	\$15.55	\$15.52	\$15.50	\$15.46
8	\$16.23	\$16.19	\$16.16	\$16.14	\$16.12
9	\$16.87	\$16.85	\$16.82	\$16.80	\$16.77
10	\$17.52	\$17.50	\$17.49	\$17.47	\$17.45
11	\$18.19	\$18.17	\$18.16	\$18.16	\$18.13
12	\$18.87	\$18.85	\$18.84	\$18.84	\$18.84
13	\$19.57	\$19.55	\$19.54	\$19.54	\$19.54
14	\$20.29	\$20.27	\$20.26	\$20.26	\$20.26
15	\$21.03	\$21.01	\$21.00	\$21.00	\$21.00

Salary Schedule Attachment #4

7. Monitor Schedule

STEP	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
1	\$7.25	\$7.50	\$7.65	\$7.80	\$7.90
2	\$7.50	\$7.73	\$7.88	\$8.03	\$8.14
3	\$7.75	\$7.96	\$8.11	\$8.26	\$8.38
4	\$8.00	\$8.19	\$8.34	\$8.49	\$8.62
5	\$8.25	\$8.42	\$8.57	\$8.72	\$8.86
6	\$8.50	\$8.65	\$8.80	\$8.95	\$9.10
7	\$8.75	\$8.88	\$9.03	\$9.18	\$9.34
8	\$9.00	\$9.11	\$9.26	\$9.41	\$9.58
9	\$9.25	\$9.34	\$9.49	\$9.64	\$9.82
10	\$9.50	\$9.57	\$9.72	\$9.87	\$10.06
11	\$9.75	\$9.80	\$9.95	\$10.10	\$10.30
12	\$10.00	\$10.03	\$10.18	\$10.33	\$10.54
13	\$10.25	\$10.26	\$10.41	\$10.56	\$10.78
14	\$10.50	\$10.49	\$10.64	\$10.79	\$11.02
15	\$10.75	\$10.72	\$10.87	\$11.02	\$11.26

8. Teacher Aide Schedule

STEP	2006 - 2007	2007-2008	2008 - 2009	2009 - 2010	2010 - 2011
1	\$7.25	\$7.45	\$7.65	\$7.75	\$8.00
2	\$7.53	\$7.47	\$7.96	\$8.07	\$8.15
3	\$7.80	\$8.11	\$8.28	\$8.39	\$8.47
4	\$8.07	\$8.42	\$8.68	\$8.72	\$8.81
5	\$8.36	\$8.74	\$9.02	\$9.07	\$9.15
6	\$8.65	\$9.07	\$9.36	\$9.41	\$9.50
7	\$8.94	\$9.40	\$9.72	\$9.77	\$9.86
8	\$9.24	\$9.75	\$10.08	\$10.13	\$10.22
9	\$9.56	\$10.10	\$10.45	\$10.51	\$10.60
10	\$9.87	\$10.46	\$10.84	\$10.89	\$10.98
11	\$10.20	\$10.84	\$11.23	\$11.28	\$11.38
12	\$10.54	\$11.22	\$11.63	\$11.68	\$11.79
13	\$10.88	\$11.61	\$12.03	\$12.09	\$12.20
14	\$11.23	\$12.01	\$12.45	\$12.51	\$12.63
15	\$11.59	\$12.42	\$12.88	\$12.93	\$13.06

Salary Schedule Attachment #5

9. Typist Schedule

STEP	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
1	\$8.45	\$8.55	\$8.65	\$8.75	\$9.05
2	\$8.88	\$8.81	\$8.94	\$9.04	\$9.15
3	\$9.35	\$9.25	\$9.21	\$9.34	\$9.45
4	\$9.84	\$9.74	\$9.66	\$9.61	\$9.75
5	\$10.33	\$10.23	\$10.16	\$10.08	\$10.03
6	\$10.84	\$10.74	\$10.66	\$10.58	\$10.51
7	\$11.36	\$11.26	\$11.18	\$11.11	\$11.03
8	\$11.90	\$11.80	\$11.72	\$11.64	\$11.56
9	\$12.44	\$12.34	\$12.27	\$12.19	\$12.11
10	\$13.00	\$12.90	\$12.83	\$12.75	\$12.67
11	\$13.58	\$13.48	\$13.40	\$13.32	\$13.25
12	\$14.17	\$14.07	\$13.99	\$13.91	\$13.84
13	\$14.77	\$14.67	\$14.60	\$14.52	\$14.44
14	\$15.39	\$15.29	\$15.22	\$15.14	\$15.06
15	\$16.03	\$15.93	\$15.85	\$15.77	\$15.69

10. Bus Driver Schedule

STEP	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
1	\$11.68	\$12.70	\$12.95	\$13.06	\$13.21
2	\$11.93	\$12.94	\$13.20	\$13.32	\$13.58
3	\$12.18	\$13.19	\$13.45	\$13.58	\$13.85
4	\$12.43	\$13.44	\$13.71	\$13.85	\$14.13
5	\$12.68	\$13.69	\$13.97	\$14.13	\$14.41
6	\$12.93	\$13.95	\$14.23	\$14.41	\$14.70
7	\$13.18	\$14.22	\$14.50	\$14.70	\$15.00
8	\$13.43	\$14.49	\$14.78	\$15.00	\$15.30
9	\$13.68	\$14.76	\$15.06	\$15.30	\$15.60
10	\$13.93	\$15.04	\$15.35	\$15.60	\$15.91
11	\$14.18	\$15.33	\$15.64	\$15.91	\$16.23
12	\$14.43	\$15.62	\$15.93	\$16.23	\$16.56
13	\$14.68	\$15.92	\$16.24	\$16.56	\$16.89
14	\$15.37	\$16.22	\$16.55	\$16.89	\$17.23
15	\$16.07	\$17.02	\$16.86	\$17.23	\$17.57